



LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

TITLE: District-Wide 2015 Earthquake Exercise and Radio Test

NUMBER: REF-5216.7

ISSUER: Earl R. Perkins, Assistant Superintendent
 Office of School Operations

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 Office of Educational Services

ROUTING
 Local District Superintendents
 Administrators of Operations
 Operations Coordinators
 School Administrators
 Non-School Site Administrators

DATE: July 20, 2015

PURPOSE: The annual ShakeOut earthquake exercise is to be conducted under the direction of the school site administrator on Thursday, October 15, 2015, in conjunction with the State-wide earthquake drill, *The Great California ShakeOut*. All LAUSD schools will practice their response to a large earthquake. The exercise provides an opportunity to simulate a full disaster response and to evaluate and test the site’s emergency procedures plan. The semi-annual radio test that is done in conjunction with districtwide emergency drills will take place two days prior to the ShakeOut, as specified in REF-5854.3, *Inter-Campus/District-Wide Safety Communications Test*. The fall radio communications test will be conducted on Tuesday, October 13, 2015.

MAJOR CHANGES: This Reference Guide replaces REF-5216.6, *Districtwide 2014 Earthquake Exercise and Radio Test*, dated August 13, 2014, and reflects current District organization and procedures.

The drill evaluation submitted online following the radio test replaces the previously faxed form.

INSTRUCTIONS: I. PRE-EXERCISE ACTIVITIES

A. Prior to the ShakeOut 2015 exercise, school site administrators should complete the following activities:

1. Review the school’s 2015-2016 emergency plan with key staff to familiarize them with their responsibilities. Administrators may reference *Safe School Plan (SSP), Volume 2 - Emergency Procedures* for staff assignments, responsibilities, and procedures. Be sure to review the following sections of the *SSP, Volume 2 - Emergency Procedures*:



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SECTION	SUBJECT	PAGES
2.0	Incident Command System	2-1 to 2-5
2.0	School Site Emergency Management Organization Chart (Please include copies with the memo distributed to staff.)	2-5
2.2	Incident Command Teams/Roles and Responsibilities	2-5 to 2-30
4.0	Immediate Response Actions	4-1 to 4-7
5.8	Earthquake	5-19 to 5-20
5.13	Loss or Failure of Utilities	5-31 to 5-39
6.7.3	Drill 3: Earthquake	6-12

2. Distribute a drill memo to staff, along with copies of the school’s Quick Reference Guide, which is available in the Safe School Plan Creator system under the “View Safe School Plans” section of *Volume 2*. The guide will help remind staff about their emergency assignments and responsibilities.
3. Issue letters to inform parents of the ShakeOut 2015 exercise (Attachments A – E). Letters are available in English, Spanish, Armenian, Chinese, and Korean.
4. Encourage staff and parents to download the LAUSD emergency plan app for smartphones and tablet devices. Information is available at: <http://achieve.lausd.net/emergencyapps>
4. Update and review emergency procedures with students, staff, and other site users. Make sure that emergency cards and student and staff lists are current. Schools should print out reports and lists to assist with student and staff accounting. All these documents should be in the school’s Emergency Response Box. For additional information see REF-5450.1, *School Emergency Response Boxes*, dated March 19, 2013.
5. Inspect and inventory emergency supplies and equipment and replace or add items as necessary. Refer to REF-5451.1, *School Site Emergency/ Disaster Supplies*, dated April 11, 2013. A list of suggested emergency supplies can also be found in the *SSP, Volume 2 – Emergency Procedures, Section 6.6*.
6. Ensure that school radios are fully functional. Batteries on handheld radios must be replaced every two years. If you have a non-battery related problem with a handheld radio, follow the repair directions on the Radio Unit’s link titled “Two Way Radio Services.” For problems with



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the principal's emergency handheld radio or radio base station (located at secondary schools), please report the problem to the ITD Service Desk at (213) 241-5200. Review the "Using your Radios" video located on the Learning Zone to ensure that school site staff understand how to operate all radios. Schools can download the District's updated "Radio Tree" at <http://achieve.lausd.net/radiounit>.

7. Remind staff that during an emergency, school employees may be designated as "Disaster Service Workers," pursuant to *California Government Code, Section 3100* and are to remain at school. District staff should have a complete home preparedness plan in place so they will know their family is provided for in their absence following an emergency. Employees can take the Learning Zone, online courses STEPS 101: *Employee Duties during a Disaster* and STEPS 102: *Basic Emergency Preparedness for Home* to become informed about these topics.
8. Remind students to discuss specific family plans with their parents to prepare for emergencies. Ensure that student emergency cards are current and complete. Site administrators are encouraged to make parents aware of the American Red Cross site at www.redcross.org, which has family emergency plans in English and Spanish.
9. Incorporate any additional employees who work with your students and/or staff into your drill plans. Include any before or after school program employees, as well as itinerant instructors. Involve anyone who is assigned to the school in this drill.
10. Work with representatives from all schools on campus, including small schools, charters, Prop 39 co-locations, and any others to plan for Shakeout 2015. All schools on a campus are expected to participate in the exercise together.

II. EXERCISE SCENARIO

On Thursday, October 15, 2015 at 10:15 a.m., a magnitude 7.2 earthquake occurs on the South San Andreas fault, causing a rupture from the Salton Sea all the way North to Lake Hughes. The slip along the fault measures 24 feet in some areas. The shaking lasts over two minutes. The physical damage to L.A. County's infrastructure is catastrophic. There is no electrical power. There are many water main breaks that reduce the availability of water. A "boil water" order has been issued to areas that do have water. Gas and sewer lines are also damaged. Caltrans and CHP close all freeways and highway bridges until they can be inspected. Several pipelines carrying petroleum products across the fault line have ruptured and caught fire. The resulting large brush fires can be seen



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from all over Los Angeles. It is estimated that over 300,000 people are homeless because of extensive damage to their homes.

The school's telephone system is inoperable but all handheld radios work. Traffic comes to a halt as surface streets are severely impacted by excess traffic volume and inoperable traffic lights. Numerous fires have started, caused by severed underground gas lines. The Superintendent declares a state of emergency and orders staff to remain at their sites and shelter all students at schools until they can be reunited with a parent or legal guardian. Police and Fire departments are overwhelmed by 911 calls and dispatchers will not say if or when units will respond. School staff must assume that they will be on their own to shelter and care for students and staff.

III. EXERCISE STANDARDS

A. The drill must continue long enough to determine the effectiveness of the school's emergency plan. The following elements of the plan must be activated and practiced to ensure that skills have been mastered and everyone understands the following protocols and procedures:

- Drop, Cover and Hold-on for all students and staff
- Total building evacuation to the designated safe refuge area
- Implement the School Incident Command System (ICS)
- Activate the Assembly Area Team to account for all students and staff
- Set up the First Aid Station, Request and Reunion Gates, and activate the teams assigned to those locations
- Activate the School Crisis Team to support students and staff
- Activate the Search and Rescue Team(s) to find missing people
- Activate the Security/Utilities Team
- Activate the Fire Suppression/Haz-Mat Team
- Initiate a Blackboard Connect call to all parents from the safe assembly area
- Designate areas for toilets, morgue, media, etc.
- Complete the Emergency Drill Survey at:
<http://emergencydrills.lausd.net>

B. In the event of inclement weather, the outdoor portions of the drill should be modified and/or rescheduled by the school site administrator, but not cancelled. The purpose of this drill is to practice the procedures and skills that will be needed in response to a major event. While the event may be rescheduled within a few days of the given date to accommodate individual school needs, the drill must take place.

C. Every effort should be made to make this drill as robust as possible so that all school members will be prepared to respond appropriately to a true



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catastrophic event. Site administrators are encouraged to include the following:

1. Include earthquake sound effects in your ShakeOut drill. A 30-second sound file can be downloaded from the Administrator's Corner page of <http://achieve.lausd.net/emergencyservices> and played during the drill announcement over the intercom.
2. Simulate that some stairwells or exits are blocked so that participants will be forced to consider alternate exits.
3. Select students and staff to portray injured victims to test how well they will be found, transported, treated and logged by school emergency responders. Use the Emergency Drill Triage Kit (Victim Tags); materials previously sent to schools. Additional materials can be downloaded from the LAUSD Emergency Services website at: <http://achieve.lausd.net/2309>.
4. Encourage parents to participate in the drill by requesting their child at the request gate or by observing the exercise. Use this drill as an opportunity to show and reassure parents that the school is prepared for such events and that the students are safe and secure at school during an emergency.
5. The site administrator should send a Blackboard Connect message to the parents from the field. The message can be simply, "All students and staff are now practicing their emergency earthquake response procedures as part of the Great California ShakeOut". For assistance on how to use Blackboard Connect from the field please refer to <http://bbc.lausd.net>. Principals can always call Blackboard Connect directly for assistance at (866) 435-7684. STEPS 407, "Communication Methods in an Emergency" is specific to sending Blackboard Connect messages from a location other than an office.
6. Simulate changes in weather or other conditions that would require the emergency response team to adapt and modify their response.
7. Pump water from one water barrel and distribute it to one class to test the school's ability to provide water to students.
8. Set up one portable toilet to practice how it will be done in an emergency and to remind students and staff that this will be part of the school's emergency response.



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9. Set up any tents or tarps that are in the emergency bin so that staff will know that these supplies are on campus and have used them once before any emergency.

IV. LOG PROCEDURES

Each of the teams referenced in *SSP, Vol. 2 – Emergency Procedures, Section 2*, should be issued an adequate number of Emergency Response Team Log forms (Attachment G) to document events for evaluation. These logs would also be used to document any costs the District may claim for reimbursement from State and/or Federal agencies.

V. EVALUATION PROCEDURES

At the conclusion of the ShakeOut 2015 exercise, school site administrators are to complete the attached Emergency Drill Data Worksheet (Attachment F). Additional copies can be downloaded from the Emergency Services website at <http://achieve.lausd.net/emergencyservices>. Look under “Administrator’s Corner.”

Once the drill and data worksheet have been completed, school personnel are to log on to <http://emergencydrills.lausd.net> and enter the drill information. A drill certificate will be automatically generated and e-mailed. This certificate is to be retained in the log book for proof of compliance during an inspection. The drill sheet does not need to be sent in; once the drill information has been submitted online, the information sheet can be placed in the school’s drill log book. For additional assistance see REF-5803.1, *Emergency Drills and Procedures*, dated August 9, 2013.

VI. RADIO TEST

The fall radio communications test is scheduled for Tuesday, October 13, 2015, at 10:00 a.m. (See REF-5854.3, *Inter-Campus/District-Wide Safety Communications Test*). Telecommunications Branch will conduct a communications test of the following systems:

- School radio system used to contact School Police
- Back-up phone system (using the fax line)
 - Voice message will be sent to all school fax lines
- Superintendent’s Emergency Notification System
 - Message will be sent to all principals



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Schools are expected to conduct a test of all back-up school communication systems, such as:

- Internal campus radios
- Cell phone contact for staff
- E-mail distribution list for staff

Schools can download the District's updated "Radio Tree" and other documents from the radio unit web site at <http://achieve.lausd.net/radiounit>.

After concluding the radio test, school site administrators are to complete the Radio Test Emergency Drill Survey at: <http://emergencydrills.lausd.net>. Faxes are no longer accepted for Radio Test feedback.

RELATED RESOURCES:

California Code of Regulations, Section 2400-2450, California Government Code, Section 3100.

AUTHORITY:

Civil Defense Policy, Public Law 875, Eighty-First Congress
California Disaster Act – Citation
California Administrative Code, Title 5, Education
Senate Bill 187
Assembly Bill 2876
Code of California Regulations, Title 19, Section 3.13
Los Angeles Municipal Code, Section 57.111.06 – Emergency Exit Drills

ASSISTANCE:

For assistance or further information, please contact Jill Barnes, Coordinator, Emergency Services - School Operations, at (213) 241-3889.

Contact the Radio Unit for specific instructions at (323) 224-2410.

To report broken base stations, contact the Information Technology Division Service Desk at (213) 241-5200.

Administrators may consult the LAUSD Emergency Services website for resources, including:

- Sample documents for school staff
- Emergency services documents
- Emergency services links
- Emergency preparedness information
- Emergency preparedness power-point presentations

An LAUSD employee personal emergency preparedness campaign titled "YOYO 7 – You're On Your Own for 7 Days" is available at <http://YOYO7.lausd.net> and consists of a website, poster and 30-second video Public Service Announcement.



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Blackboard Connect support can be found at <http://bbc.lausd.net> or by calling (866) 435-7684.

Site administration is encouraged to direct all school staff to the STEPS website to take online training on earthquake-related emergency procedures. Each course generates a certificate upon completion, which administration can keep a copy of to track which employees have received which trainings. A full list of STEPS courses is available at <http://steps.lausd.net>. Courses relevant to earthquakes include:

Courses for all employees:

STEPS 101- Employee Duties during an Emergency
STEPS 102- Basic Emergency Preparedness for Home

Courses for classroom-level staff:

STEPS 202 – What to Do if There is an Earthquake at School
STEPS 206 – Classroom Hazard Mitigation – Making Classrooms Safer Before the
Emergency
STEPS 210 – Assisting Students with Special Needs during an Emergency
STEPS 211 – Common Pediatric Medical Emergency Considerations
STEPS 213 – Duties of the School Emergency First Aid Team
STEPS 214 – Duties of the School Search and Rescue Team

Courses for school-level staff:

STEPS 400 – Basics of School Site Emergency Management
STEPS 402 – Planning for and Responding to an Earthquake at School
STEPS 407 – Communication Methods during an Emergency
STEPS 419 – Student Release and Parent Reunification Procedures Following an
Emergency
STEPS 420 – Incident Command System – Structuring your Emergency Response
Plan
STEPS 421 – Principles of Unified Command; Working with First Responders and
Outside Agencies
STEPS 422 – Identifying your Most Vulnerable Students

ATTACHMENTS: Attachment A – Sample Letter to Parents – English
Attachment B – Sample Letter to Parents – Spanish
Attachment C – Sample Letter to Parents – Korean
Attachment D – Sample Letter to Parents – Chinese
Attachment E – Sample Letter to Parents - Armenian
Attachment F – Emergency Drill Data Worksheet
Attachment G – Emergency Response Team Log

SAMPLE LETTER TO PARENTS

(School Letterhead)

(Date)

Dear Parents(s) or Guardian(s):

The safety and welfare of our students and staff are our highest priorities. To provide schools an opportunity to practice emergency response procedures, the Superintendent of Schools has asked all students and staff to participate in a District-wide emergency preparedness drill on _____, at _____. Please be advised that students will be dismissed at the regular time on this day.

The goals of the training drill are to improve our ability to protect students, save lives, and reduce injuries. As part of the drill, the students and staff will participate in the activation of our school's Safe School Plan. You are encouraged to participate in this drill. For information about how your school prepares for emergencies, you may check the website <http://ParentEmergencyInformation.lausd.net>. Information is available in five languages.

Please make sure that all contact information for your child is current at school, so that in the event of an actual emergency, we can reach you.

Prior to the drill, please discuss with your child your family's home emergency preparedness plan. Several resources are available to help you prepare. The American Red Cross has outstanding materials. You can obtain Red Cross materials in English or in Spanish from their website: <http://www.redcross.org> or by calling the Los Angeles Chapter at (310) 445-9900. Your telephone directory also has valuable information on first aid, CPR and home preparedness.

If you have any questions or need further information, please do not hesitate to call our school office at (School Telephone Number).

Sincerely,

Principal

SAMPLE LETTER TO PARENTS

(School Letterhead)

(Fecha)

Estimados padres de familia o tutores legales:

La seguridad y el bienestar de nuestros alumnos y del personal son nuestras prioridades fundamentales. A fin de que las escuelas tengan la oportunidad de practicar los procedimientos a seguir en caso de una emergencia, el superintendente escolar le ha solicitado a todo el personal y los estudiantes que lleven a cabo un ejercicio de simulacro de preparación para emergencias que abarcará a todo el Distrito y se realizará el _____ de _____, a las _____. Ese día, el horario de salida de clases será el habitual.

El objetivo de este ejercicio de entrenamiento es mejorar nuestra capacidad para proteger a los estudiantes, salvar vidas, y limitar las lesiones que se pudieran producir. Como parte de dicho entrenamiento, los estudiantes y el personal participarán en la activación de nuestro Plan de Seguridad Escolar. Se insta a todos a tomar parte en el simulacro. Para información sobre cómo se prepara su escuela para emergencias, pueden revisar el sitio web <http://ParentEmergencyInformation.lausd.net>. La información se encuentra disponible en cinco idiomas.

Por favor, asegúrense de tener a día la información de su hijo(a) para poder ponernos en contacto con usted en caso de una emergencia real.

Solicitamos a los padres de familia que, antes de la fecha de realización del simulacro, conversen con sus hijos acerca del plan de preparación que tengan en sus hogares. Existe una serie de recursos disponibles para ayudarles a estar mejor preparados. La Cruz Roja cuenta con material extraordinario., el cual puede obtenerse en inglés o español visitando el portal de Internet en: <http://www.redcross.org>, o llamando a la sección de Los Ángeles al (310) 445 - 9900. En la guía telefónica también se puede encontrar información valiosa sobre primeros auxilios, la resucitación cardiopulmonar (CPR, por sus siglas en inglés), y preparación para el hogar.

Si tiene alguna otra pregunta o necesita más información, por favor no dude en llamar a la Dirección de la escuela al _____.
(número de teléfono de la escuela)

Atentamente,

Director(a)

SAMPLE LETTER TO PARENTS

(School Letterhead)

(날짜)

친애하는 학부모(들) 또는 보호자(들)께:

우리 학생들과 교직원의 안전 및 복지는 저희에게 가장 중요합니다. 학교들에게 비상 사태 대응 절차를 연습할 기회를 제공하기 위해, 총 교육감은 모든 학생들과 교직원들이 _____에 _____에서 실시하는 교육구-차원 비상 사태 대처 예행 연습에 참여할 것을 요청했습니다. 당일 학생들은 정규 시간에 하교한다는 것을 알립니다.

이런 예행 연습의 취지는 학생을 보호하고, 생명을 구하며, 부상을 줄일 수 있는 우리의 능력을 향상시키기 위함입니다. 본 예행 연습의 일부로서, 학생들과 교직원들은 본교의 안전 학교 플랜(Safe School Plan) 실행에 참여할 것입니다. 본 예행 연습에 참여해주실 것을 권합니다. 학교가 어떤 비상 대책을 준비하고 있는지에 대한 정보를 원한다면, <http://ParentEmergencyInformation.lausd.net>를 검색하십시오. 다섯 언어로 번역되어 있습니다.

현재 자녀가 다니는 학교에 부모님과 연락할 수 있는 모든 정보가 정확히 있는지 확인하십시오. 그래야만, 실제로 비상 상태가 발생한 경우는 학교는 부모님과 연락할 수 있습니다.

예행 연습이 있기 전에, 자녀와 함께 귀하 가정의 비상 시 대처 플랜에 대해 논의하기를 부탁드립니다. 도움이 될만한 여러 자원을 구할 수 있습니다. 미 적십자사는 훌륭한 자료를 제공하며, 이런 정보는 영어 또는 스페인어로 작성된 미적십자사 웹사이트에서 구할 수 있습니다: <http://www.redcross.org>. 또는 로스앤젤레스 찰터에 (213) 739-5200 으로 전화하셔도 됩니다. 전화 주소록에도 응급조치법, CPR, 패밀리 대처법에 대한 좋은 정보들이 있습니다.

질문이 있거나 추가 정보를 원한다면, 주저마시고 본교 사무실에 (School Telephone Number)으로 전화하십시오.

안녕히 계십시오,

교장

21173ym_Translated by the LAUSD Translations Unit (Korean)

SAMPLE LETTER TO PARENTS

(School Letterhead)

(Date)

亲爱的家长或监护人们：

学生和教职员的安全与福祉是我们最优先的事。为提供学校机会做紧急事故应因程序的操练，学区总监要求全体学生和教职员在 _____(Date)，的_____ 时间参加全学区的紧急事故预备操练。请告知学生们，当日的正常课程停止。

操练的目的是要增进我们保护学生的能力，拯救生命，和减少伤害。操练中的一部分是学生和教职员参加我们学校安全学校计划的启动。鼓励你们每一位都来参加。如果想知道你们学校如何对紧急情况做准备，你们可以上网至下述网址查询：<http://ParentEmergencyInformation.lausd.net>。会为你们安排五种语言来查找这些资讯。

请确保你们在学校为你们孩子提供的联系人名单都是最新的。这样，一旦确实有紧急情况出现时，我们就可以联系上你们。

前来参加操练之前，请和你孩子讨论你家中的预备计划。有几处资源可以帮助你预备。美国红十字会有很好的材料。你可以从网上取得红十字会的英文和西班牙文的材料，网址是：www.redcross.org 或是打电话给洛杉矶分会 (310) 445-9900。在你的电话簿上也有宝贵的急救，心脏复苏 (CPR) 和家庭预备资料。

如果你有任何问题或需要进一步的资料，请随时打电话到学校的办公室。电话是

(学校电话号码)

诚挚地，

校长

ՍՈՎՈՐԱԿԱՆ ՆԱՄԱԿ ԾՆՈՂՆԵՐԻՆ

(School Letterhead)

(Թվական)

Հարգելի Ծնող(ներ) կամ Խնամակալ(ներ)։

Մեր աշակերտների կազմի ապահովությունը և բարեկեցությունը մեր բարձր առաջնահերթությունն է։ Տալու համար դպրոցներին հնարավորություն վարժվելու անհրաժեշտ վարքագծի հետ, դպրոցների կառավարիչը դիմել է ուս. շրջանի բոլոր աշակերտներին և ուսուցչական կազմին, մասնակցելու անհրաժեշտ վարքագծի նախապատրաստության համընդհանուր վարժություններին, որը տեղի է ունենալու _____, _____ ում։ Խնդրվում է հիշել, որ աշակերտները պետք է ազատվեն կանոնավոր դասերից այս օրը։

Այդ վարժության նպատակն է բարելավել մեր կարողությունը, պաշտպանելու աշակերտներին, փրկելու մարդկանց կյանքը և պակասեցնելու վնասվածքները։ Որպես այս վարժության մի մաս, աշակերտները և ուս. կազմը մասնակցելու են մեր դպրոցի Ապահով Դպրոցական պլանի ակտիվացման գործին։ Ձեզ խորհուրդ է տրվում մասնակցելու այս վարժություններին։

<http://ParentEmergencyInformation.lausd.net> տեղեկացվելու համար թե ինչպես է ձեր դպրոցը պատրաստվում իրավիճակների ժամանակ։ Տեղեկատվությունը հասանելի է հինգ լեզուներով։

Վերստուգեք և համոզված եղեք, որ դպրոցում ձեր երեխայի բոլոր կոնտակտային տեղեկությունները ճիշտ են, որպեսզի վթարի դեպքում կարողանանք ձեզ հետ կապվել։

Նախքան այդ վարժությունները, խնդրվում է, որ դուք քննարկեք այս հարցը ձեր երեխայի հետ ձեր ընտանիքի նախապատրաստության ծրագրի մասին։ Մի քանի միջոցներ են հնարավոր օգնելու ձեզ նախապատրաստվելու դրա համար։ Ամերիկյան Կարմիր Խաչն ունի կարևոր թեմաներ այդ մասին։ Դուք կարող եք ձեռք բերել Կարմիր Խաչի կարևոր թեմաները Անգլերեն կամ Իսպաներեն համակարգիչից․ <http://www.redcross.org> կամ զանգահարել Los Angeles Chapter (310) 445-9900 համարով։ Ձեր հեռախոսի գիրքը նույնպես ունի արժեքավոր տեղեկություն առաջին օգնության, CPR և տնային նախապատրաստության մասին։

Եթե ունեք հարցեր կամ կարիք ունեք լրացուցիչ տեղեկության, խնդրվում է զանգահարել դպրոցի գրասենյակը _____ :
(Դպրոցի հեռախոսի համարը)

Անկեղծորեն՝

Դիրեկտոր

EMERGENCY DRILL DATA WORKSHEET

Use this form to record your drill information; then go to <http://emergencydrills.lausd.net> (please note that you must be on the LAUSD network for this address to work); enter the data and receive your certificate.

(Choose one)

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Fire
<input type="checkbox"/> Earthquake drill with evacuation
<input type="checkbox"/> Shelter in Place | <input type="checkbox"/> Drop/Cover/Hold or "Drop"
<input type="checkbox"/> Campus Protection or "Lockdown" |
|-----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|

Date: ___/___/___

Name: _____ Position: _____

E-Mail: _____ Location Code: _____

1. What type of alert system did you use to alert students/staff of the drill?
 Fire Alarm/Bell Voice through Intercom/PA Bull Horn Whistle

(Omit #2 for Drop/Cover/Hold or "Drop")

2. Time Drill Started: _____ (am / pm) Time Drill Completed: _____ (am / pm)

3. Total number of staff involved in the drill activity?
 4. Total number of students involved in the drill activity?
 5. Did any special needs students participate in the drill? If yes, about how many?
 6. Did you encounter any challenges with the special needs children? (Y/N)
 7. If yes, please describe challenges: _____

(Omit #8 for Drop/Cover/Hold" or "Shelter-in-Place", "Drop" & "Lockdown")

8. How long did it take to evacuate all buildings? _____ (minutes)
 (Time from START of drill to the time when last staff or student arrived at the staging area.)

(Omit #9 for Drop/Cover/Hold or "Drop")

9. Did you establish an Incident Command Post? (Y/N)
 10. Did staff bring the School Emergency Response Box to the assembly area?(Y/N)
 11. Did you use the District's Safe School Plan, Volume 2 - Emergency Procedures during:
 (Check all that apply)
 Yes, during the planning of the drill. Yes, during the execution of drill.
 Yes, after the drill. No, we did not use the Safe School Plan.

(Omit #12, 13 & 14 for Drop/Cover/Hold or "Drop")

12. Did you use any supplies during the drill? (Check all that apply)
 Yes, our staff took supplies out their storing area.
 Yes, our staff used the supplies during the drill.
 No, we did not use emergency supplies.
 13. Were parents notified either before or after the drill? (Y/N)
 14. How were parents notified? (method)
 15. Did any parents participate in drill? If yes, about how many?
 16. What did parents do? _____
 17. Did you encounter any behavioral problems (non-participation, student/staff distractions, etc.) during the drill? If yes, please briefly describe any problems.

18. Did you encounter problems with any of the following?
(Omit # "d, e, & f" for Drop/Cover/Hold or "Drop")
(Omit # "f" for Campus Protection or "Lockdown")

	Yes	No	Briefly describe these problems:
a. Alert System			
b. Students			
c. Staff			
d. Parents			
e. Supplies			
f. Evacuation Route			

19. Using a grading scale from A through F, please grade the following:
(Omit "a, b, & c" for Drop/Cover/Hold or "Drop")
(Omit "a" for Campus Protection or "Lockdown")

	A	B	C	D	F
a. Student behavior during evacuation procedure					
b. Student accounting					
c. Staff accounting					
d. Performance of alert system					
e. Performance of members of the school safety team					
f. Overall student performance					
g. Overall staff performance					

20. Did you debrief after the drill? (Y/N)

21. What were the three top lessons learned?

1. _____
2. _____
3. _____

22. How can this drill be improved in the future?

Questions can be directed to emergencyservices@lausd.net or 213-241-3889.
 This form may also be downloaded at <http://emergencyservices.lausd.net>

Los Angeles Unified School District
School Operations

EMERGENCY RESPONSE TEAM LOG

School: _____ Date: _____

Team: _____ Team Leader: _____

Directions: Keep a chronological record of all pertinent information.

Date	Time	Important Information/Action Taken
		Incident Began:
		Team Assembled. Team Members:

Retain a copy at school site to document response/assistance.